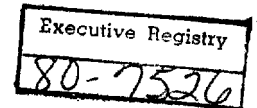


80 1323  
22 JUL 1980

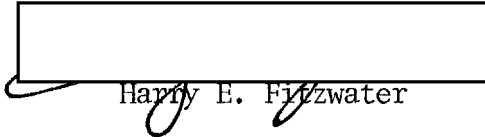


MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Harry E. Fitzwater  
Director of Personnel Policy, Planning,  
and Management

SUBJECT : Revised Annual Personnel Plan and Report System

1. This memorandum is for your information.
2. A decision was made at the 21 December 1979 EXCOM meeting which in effect tasked the Office of Personnel Policy, Planning, and Management with revising and simplifying the Annual Personnel Plan (APP). To accomplish this we have separated the planning aspect from the reporting aspect of the APP to emphasize those elements of personnel management planning which need to be addressed prior to each fiscal year. The modified APP incorporates the personnel projections prepared by this Office to assist managers with their personnel planning and this should reduce their workloads.
3. The reporting aspects of the former APP become the Annual Personnel Report (APR) which reflects the Career Services' past year performance in meeting their goals and objectives. The proposed APR loses none of the substance needed to evaluate Career Service accomplishments and excludes data of limited or questionable usefulness. As presently contemplated, the APR takes advantage of extensive use of automated data resources to facilitate Career Services' analysis and evaluation of their own personnel management efforts.
4. The new design of this evaluation tool helps to eliminate some of management's expressed concerns about its former bulkiness and also helps to move us toward a better linking of this tool with other personnel planning and reporting instruments, e.g., Senior Officer Development Plan/Report, Affirmative Action Plan/Report, etc. We are pleased to report that the Career Services endorse this approach and participated in the development of the APP and are now working with us on the APR.
5. Attachment A contains an outline of the new Annual Personnel Planning and Reporting System and is for your information. Attachment B is a copy of the new APP format. We expect the Career Services to complete and submit this new APP to us early in September. The APR will be ready for preparation shortly after the close of the fiscal year.

  
Harry E. Fitzwater

STAT

Attachments